

INSTRUCTIONS FOR SENDING MAIL TO THE USACE FINANCE CENTER

These instructions are updated to reflect address changes for the USACE Finance Center (Millington) as a result of relocating to the Naval Support Activity – Mid South. **Address changes are effective 16 Aug 99.**

GENERAL MAILING INSTRUCTIONS:

Office Symbol Destination. Mail to be sent to the UFC should be sorted by appropriate office symbol and marked on each envelope. For example, if you are mailing invoices for payment to the UFC, they should be addressed to the Accounts Payable Branch (CEFC-AO-P).

Checks. Checks should be placed in a separate envelope and marked for Disbursing Collections Branch (CEFC-AD-C). Do not include checks in the same envelope containing other mail such as invoices, 1080s and travel documents. The additional time required to sort mail may delay payment processing.

Multiple Destinations. The appropriate EROC should be placed on each transmittal (Form CEFC-AO-2) and assigned envelope. Envelopes can then be bundled in a primary mailing envelope.

Transmittals. Submit completed transmittal form (UFC-AO-2). Transmittals and attached invoices should contain data for one EROC. Please do not mix EROCS. Attach only **one** copy of the invoice (statements will not be processed by the UFC). IAW DFAS Regulation 37-1, ensure that all pertinent information is provided on the transmittal. Failure to provide the EROC, Purchase Order/Contract Number may delay processing.

Processing. Upon arrival at the UFC mail is date/time stamped, sorted by EROC and forwarded to office symbol annotated on outside of envelope. Invoices are forwarded to Imaging for maintaining copies on the Web Track system and then forwarded to Accounts Payable for payment processing.

ADDRESSES

Mailing Address: U.S. Army Corps of Engineers Finance Center
ATTN: (Office Symbol)
5722 Integrity Drive
Millington TN 38054-5005

Physical Address for FedEx Mail: U.S. Army Corps of Engineers Finance Center
ATTN: (Office Symbol)
5700 Wasp Avenue
Naval Support Activity Mid South, Building S787
Millington TN 38054-5005

ATTENTION LINES

Office Symbol

Office

CEFC-Z	Director, UFC
CEFC-ZK	Contracting
CEFC-ZC	Administrative Officer
CEFC-A	Deputy Director, Accounting Operations
CEFC-AF	Financial Analysis and Programming Division
CEFC-AR	Reports and Analysis Division Year-End certified reports Letter requests for IRS setoff Hard copy of month end reports when required PBAS microfiche
CEFC-AD	Disbursing Division
CEFC-AD-C	Collections Deposit Branch Personal checks Treasury checks Any other negotiable instruments
CEFC-AD-R	Reports Analysis Branch
CEFC-AD-I	Check Issue Branch
CEFC-AO	Accounting Operations Division
CEFC-AO-P	Accounts Payable Branch Commercial Invoices UNICOR Invoices SF 1034's SF 1164's Eng. Forms 93 GBLs paid for shipment of supplies & materials Recruiting Station, Home Owners Assistance Program (HAP), and payments of land leases
CEFC-AO-T	Travel Branch PCS Vouchers GBL's for shipment of household goods DD Form 1351 (Travel advance request) DD Form 1705 (Sale or purchase of residence) DD Form 1614 (PCS Travel Orders)
CEFC-AO-R	Accounts Receivable and Debt Management SF 1080's GBL's to be paid against government orders (MIPR)

CEFC-AO-F	Field Reporting Branch
CEFC-AO-FC	Civil Reports Section
CEFC-AO-FM	Military Reports Section
CEFC-AO-FR	Revolving Fund Section
CEFC-L	Deputy Director, Administration
CEFC-L-F	Facilities/Safety/Security Management Office
CEFC-L-S	Support Services Office
CEFC-LI	Information Management & Facilities Maintenance Division
CEFC-Q	Deputy Director, Accounting Operations
CEFC-QQ	Accounting Quality Division Accrued leave reconciliation reports
CEFC-QR	Accounting Response Division Report on delinquent FEMA bills
CEFC-R	Directorate of Resource Management

Huntsville Systems Office: The USACE Finance Center's CEFMS Systems Directorate is located in Huntsville, AL.

Mailing Address: U.S. Army Corps of Engineers Finance Center
4801 University Square, Suite 1
Huntsville, AL 35816

Office Symbols:

<u>Office Symbol</u>	<u>Office</u>
CEFC-S	Deputy Director, Financial Systems Development and Maintenance
CEFC-SD	Systems Development Division
CEFC-SM	Systems Maintenance Division
CEFC-SR	Reports and Reconciliation Division

These instructions will be posted on the UFC web page at <http://www.fc.usace.army.mil>.

Should you have any questions, please contact Linn Lindsey at (901) 874-8517 for additional information.